



高等学校英语写作进阶系列

英语写作规范

石 坚 帅培天 主编

English Writing Mechanics: Writer's Handbook

外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS



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English Writing Mechanics: Writer's Handbook

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前 言

“不以规矩，不成方圆。”“规矩”之于语言，是其形成与发展过程中的产物；“规矩”之于语言的运用，是其准则。把英语作为主要的外国语言来学，了解其规范并循其规蹈其矩，是最贴近英语民族语言习惯的学法，是对英语的尊重，是对英语民族的尊重，是学会地道英语的必须。《英语写作规范》是我们继《英语写作——句子·段落·篇章》、《英语论文写作》和《英语应用文写作》三部高校教材之后，奉献给读者的一部技巧手册，希望它成为您的一部案头工具书，时刻伴随您，为您的英语学习与运用排忧解难。

不少人对英语写作规范有过困惑。一些看似不起眼的问题却会时不时地置专家、学者们于尴尬境地。在高考阅卷时，阅卷教师不止一次地为逗号、句号在遇到引号时，到底该放到引号里还是引号外争论不休，又不止一次地不了了之；出版社的编辑们也常对一篇英文作品中出现的一半美式标点、一半英式标点（权且这样区分）视而不见。对此，编者之一深有感触。他在去美国留学前，对英美出版物不同的标点方法已有一定研究，但鉴于英语的国际化趋势，也曾怀疑，不同标点方法是否已经融合。在提交英美文学读书报告时，便有意按英式方法标点。使他感到惊讶的是，每次他这么做，导师都会用红笔加以纠正。美国人对自己民族语言规范的一丝不苟，对自己民族文化的尊重，足以使我们所有的英语学习者毫无理由不讲规范。

说到书写中英语单词的分节提行问题，一位知名教授曾向编者坦言，只是在近期，才有了真正的了解。他断言，英文学习者大都需要补充相关知识。

对英语学术论文参考文献的标注，毫无疑问，应遵循国际规范。可是，许多作者受更广泛的中文学术刊物参考文献标注的影响，把英文参考文献的标注搞得不伦不类。

作为高校教师，本书的编者们对诸如此类关于规范的问题颇为忧心；这种忧心遂成了我们编写此书的使命。

编 者
2010年12月

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Part One

Punctuation

Punctuation adds to the unity and coherence of our paper and thus makes our writing easier to read. Punctuation marks help to separate groups of words for meaning and emphasis; to convey an idea of the variation of pitch, volume, pause, and information of speech; and to avoid contextual ambiguity.

There are mainly two styles of English punctuation: the American style, and the British style. The most obvious difference between the two styles is that the British style follows an “open system,” that is, to use fewer punctuation marks than would be used in a comparable American text. The following illustration will follow the American style. When there are differences between the two styles, notes are presented.

Before learning about the use of each specific punctuation mark, we should know that in English, only three punctuation marks are used to signal the end of a sentence—the period (.), the question mark (?), and the exclamation point (!).

I End punctuation marks

1 Period (.)

The British call a *period* a *full stop* or a *full point*. A period has four functions.

1) As end-up signal

—used to signal the end of a declarative or imperative sentence, or a fragment understood as a sentence

James Naismith invented the game of basketball. (declarative)

She asked the assistant if they had some other patterns she could choose from.
(declarative with an indirect question)

Take this medicine three times a day. (imperative)

Right away. (understood as a sentence)

Note:

- a. A short parenthetical sentence within another has no capital and no period.

The appeal of this cereal (millions start their day with it) is well established by its sales record.

- b. Periods, rather than exclamation points, are appropriate for imperative sentences whenever their emotional force is not particularly strong.

Come in, please.

Pass me the red pen.

Follow me.

Please shut the door.

Remember to pick me up at 9 tomorrow morning.

What a beautiful sunset.

- c. Courtesy questions are usually followed by periods though they may also be followed by question marks.

Will you return this copy as soon as possible. (Will you = Please)

2) As omission signal

—used after initials and most abbreviations

Mr.	Ms.	Mrs.	Jr.	Dr.	Ph.D	a.m.	p.m.	A.M.
P.M.	A.D.	B.C.	P. 30	No. 8	etc.	e.g.	vs.	i.e.
ibid.	M.B.A.	C.E.	B.C.E.	U.S.A.	U.K.	P. R.	China	Oct.
H. L. Mathews		St. Paul		Mass.	Jan.			

Note:

- a. Increasingly, abbreviations made up of the first letters of words that name organizations are written without periods.

UN	TV	VOA	BBC	WTO	CBS
CIA	EPA	FBI	IRS	JFK	YMCA

- b. Periods are never used for acronyms, abbreviations which can be pronounced as words.

ROM OPEC NATO AIDS NASA TOEFL UNESCO

- c. Periods are often omitted after many technical abbreviations, such as the two-letter abbreviations of state names suggested by the American Postal Service (see Abbreviations of American State Names at the back of the book), and units of measure, with the exception of *in.* (inch), and *at. wt.* (atomic weight) to avoid ambiguity.

Hal C. Johnson IV, who lives 50 mi away in Sacramento, CA, won't be present.

- d. For some certain abbreviations, the American style displays a more pronounced tendency to retain the periods that the British regard as optional, such as *eg.* and *ie.* The British even address Mr. Mayor *Mr Mayor*, and Dr. Thatcher *Dr Thatcher*.

3) As decimal marker

—used to mark decimals

Pi can be rounded off to 3.141592.

4) As separator

—used after numerals and number-functioning letters to separate them from the text in outline and enumeration

Culture Shock

- I. _____
 - 1. _____
 - 2. _____
 - A. _____
 - B. _____
 - a. _____
 - b. _____
- II. _____

Practice

1. Add periods where they are needed, and remove those which do not belong.

“Educator methods,” such as not buying toys for children who act up. Do not always work. I personally think that even though parents teach their children many things. They should act like teachers all the time. After my “educator methods” failed. I spent some quality one-on-one time with my daughter with NO lecturing about her behavior, for example, we went out for ice cream. While we sat and ate. We spent a long time watching other people and talking about the things around us, then we went to a bookstore where she looked for a book to buy, it took her a long time, but I was patient. We finally bought her a book and finished our outing together, at the end. We decided to have similar outings once a month. Because it really was fun. My main goal was to let her know I love her.

2. Copy a paragraph from one of your textbooks, omitting all periods and all capital letters which begin sentences. Try to punctuate the paragraph correctly, capitalizing words as needed. Check your newly-punctuated paragraph with the original, noting particularly where your version and the book's version differ.

Key

1. “Educator methods,” such as not buying toys for children who act up, do not always work. I personally think that even though parents teach their children many things, they should act like teachers all the time. After my “educator methods” failed, I spent some quality one-on-one time with my daughter with NO lecturing about her behavior. For example, we went out for ice cream. While we sat and ate, we spent a long time watching other people and talking about the things around us. Then we went to a bookstore where she looked for a book to buy. It took her a long time, but I was patient. We finally bought her a book and finished our outing together. At the end, we decided to have similar outings once a month, because it really was fun. My main goal was to let her know I love her.

2 Question mark (?)

A question mark has two functions.

1) Used after every direct question, including a short within-sentence parenthetical question

Is there a better explanation?

What will you contribute?

He asked himself, “Is this the best of all possible words?”

Help her, won’t you?

Someone once remarked (wasn’t it Mark Twain?) that old second-hand diamonds are better than no diamonds at all.

Note:

- a. An indirect question is followed by a period instead of a question mark.

They wanted to know what I had been doing since I graduated.
- b. A polite request is usually followed by a period rather than a question mark. (See also *Note* for the period.)

Will you please close the window.